

**SAFETY
& OCCUPATIONAL
HEALTH MANAGER
GS-0018-11**

**ISO
STAFF**

I. POSITION AND ORGANIZATION INFORMATION**Position:**

Safety and Occupational Health Specialist, GS-0018-11

Purpose of position:

The purpose of this position is to design, manage, and/or implement a safety and occupational health program(s); in two or more of the following specializations or work environments: 1. MEDICAL FACILITIES; 2. CHEMICAL & HAZARDOUS MATERIALS; 3. COMBAT TRAINING; 4. EXPLOSIVES; 5. MARITIME; 6. MUNITIONS (Non-Nuclear); 7. NUCLEAR MUNITIONS; 8. AVIATION (Flight Safety); 9. AVIATION (Ground Safety).

Organization:

Command Support Dept., ISO Division

Organization goals:**II. MAJOR DUTIES****A. Duty (Critical):**

The employee plans, develops, organizes, administers, evaluates, and coordinates a comprehensive safety and occupational health program for all areas of a installation, including tenant activities where applicable, where the processes are limited in variety and complexity. Operations, functions and activities of the installation may be high-risk in nature, but are common to industrial, commercial, transportation and/or construction situations. The employee performs this work in the following work environments:

TOXIC CHEMICALS/HAZARDOUS MATERIALS - The employee applies a specialized expertise in the handling, storage and/or disposal of toxic chemicals, hazardous and/or hazardous wastes.

AVIATION (Ground Safety) - The employee supports the safety and occupational health programs of an organization involved in aircraft ground operations and maintenance work processes. (25%)

Tasks:

1. Negotiates and coordinates issues pertaining to safety and occupational health for the installation, including tenant activities if appropriate.
2. Serves as technical expert on related matters, advising top management, staff and operating officials, and supervisors on principles and techniques of safety and occupational health management in the prevention and control of accidents in such areas as work methods, protection devices and motivational techniques.
3. Develops and conducts various safety training with emphasis on work procedures and techniques appropriate to the work environment.
4. Ensures compliance and enforcement of various safety and occupational

health subprograms, such as medical surveillance, radiation protection, fire prevention and protection, physical safety and explosives.

5. Ensures all program requirements imposed by higher echelons and/or regulatory agencies are met, including all inspection and reporting requirements.

6. Prepares local operating procedures based on supplements, regulations, and manuals of higher echelons in the area of Safety and Occupational Health. Develops and disseminates the Commanding Officers OSH Policy.

7. Budgets for and manages fiscal resources for support of the Safety and Occupational Health Program.

Selected Staffing KSAs:

A1

B. Duty (Critical):

The employee conducts accident and mishap investigations in all areas for which the installation is responsible, as required by Service regulations and requirements. (25%)

Tasks:

1. Investigates and analyzes material damage, personal injury accidents, and cases of occupational illnesses. Investigations typically involve operational/functional areas with which the employee is familiar. Investigates all circumstances involved in individual cases, determining material damage costs and interviewing witnesses. Prepares formal written report of findings, in accordance with Service/Agency regulations.

2. Assists senior personnel in investigations of accidents/mishaps, which include those with significant severity of loss (e.g., aircraft hangar with aircraft, explosive detonation, extensive physical damage, utilities, multiple fatalities).

3. When the need arises, exercises authority to stop any operation that is of imminent danger to facilities, property, personnel, and the environment.

4. Analyzes accident/mishap reports and performs job analyses to control and minimize hazardous conditions. Compiles and analyzes statistical data and prepares charts, tables and reports. Analyses are made to discover trends, identify accident/mishap causes, and locate hazards and potential hazards. Recommends and develops remedial measures.

5. Based on observed trends, develops and implements physiological and attitude training aimed at accident prevention.

6. Acts as expert witness regarding cases undergoing litigation, to include participating in hearings and at court, as required.

Selected Staffing KSAs:

A1, A2, A3

C. Duty (Critical):

The employee coordinates with other installation offices regarding occupational health matters affecting installation personnel. Functions, facilities and operations encompass a wide variety of high-hazard safety risks. (25%)

Tasks:

1. Surveys and appraises conditions affecting the health, efficiency and environment of personnel, such as fumes, gases, vapors, radiation, duct, lighting, ventilation, temperature and sanitary conditions so as to eliminate or minimize unhealthful conditions. Utilizes appropriate sampling and monitoring equipment.
2. With medical personnel, studies potential occupational diseases and/or physiological damages to identify causal factors and develop methods of their control or reduction.
3. Ensures compliance and enforcement of various safety and occupational health subprograms, such as eye and hearing conservation, respiratory protection, confined space entry, personal protective clothing and equipment programs, hazardous materials storage and transportation, lead-based paint, hazardous communications and laboratory/process safety, and/or asbestos abatement.
4. Reviews Site Safety and Health Plans to ensure that environmental remediation projects are implemented in a safe and healthful manner.
5. Develops and maintains Health Hazard Inventory Module for use by medical personnel.

Selected Staffing KSAs:

A1, A2, A3

D. Duty (Critical):

The employee performs inspections and surveys of all aspects of the facilities, equipment, and operations for which the installation has responsibility to ensure compliance with safety and occupational health regulations and requirements. Operations and processes surveyed are typically limited in variety and complexity.
(25%)

Tasks:

1. Plans, manages and administers the inspection program for the assigned area. Schedules surveys and inspections based on risk assessments in accordance with regulations and program requirements.
2. Performs inspections and surveys of all aspects of the facilities, equipment, and operations for which the installation has responsibility. Identifies hazards and undesirable operational conditions, recommending corrective action to increase the effectiveness of safety features, such as mechanical safeguards, work procedures and processes, and personal protective

equipment.

3. Conducts opening and closing conferences with management and employees, reviewing hazards identified and violations cited, and advising on possible fiscal penalties and of employer/employee rights and obligations under federal, state and local regulations.
4. Conducts preoperational review of high-hazard operations.
5. Performs risk assessment of the hazardous processes/conditions identified. Advises appropriate officials of methods of control or elimination of hazardous processes/conditions, including various available alternative measures. Assigns priorities of corrective actions. Monitors progress of corrective measures taken.
6. Develops local procedures or abatement actions for specific conditions not directly addressed by existing standards or guidelines.
7. Prepares formal written report of findings and recommendations to management and operating officials.
8. Reviews projects for safety problems.

Selected Staffing KSAs:

A1, A2, A3

III. KNOWLEDGES, SKILLS AND ABILITIES (KSAs)

A. Selected Staffing KSAs:

1. Knowledge of safety and occupational health principles, practices, procedures, laws, regulations, and current legislative issues
2. Ability to communicate orally
3. Ability to communicate in writing

B. Basic Training Competencies:

1. Knowledge of safety and occupational health principles, practices, procedures, laws, regulations, and current legislative issues
2. Ability to plan, develop, implement and coordinate a complete safety and occupational health program
3. Knowledge of construction standards, methods, practices and techniques, materials, and equipment to determine compliance with regulations and standards
4. Knowledge of the organizational and functional responsibilities and operations of the employing organization
5. Knowledge of safety and occupational health requirements pertinent to child care
6. Knowledge of the requirements, methods, techniques, and procedures pertinent to radiation protection
7. Knowledge of environmental principles, practices, procedures, laws, regulations and current legislative issues
8. Knowledge of fire suppression and protection systems
9. Ability to interpret and apply rules, regulations, and procedures

10. Ability to establish and maintain relationships with key individuals/ groups outside immediate work unit
11. Ability to plan, organize work, and meet deadlines
12. Ability to access or locate information through the use of a personal computer or terminal
13. Knowledge of the requirements, methods and techniques of accident and mishap investigation and reporting
14. Ability to work cooperatively as a member of a team
15. Ability to communicate orally
16. Ability to communicate in writing
17. Ability to plan, conduct and record surveys and inspections
18. Knowledge of risk assessment methods and techniques

IV. CLASSIFICATION FACTORS

Factor 1. Knowledge

Level 1-7 (1250 Points)

1. - Knowledge of a wide range of safety and occupational health concepts, principles and practices, laws and regulations pertinent to the complex administrative responsibilities involved in the planning, organizing, directing, operating and evaluation of a safety and occupational health program. Worksites are often in high-hazard environments, characterized by unsafe processes, high potential for mishaps, and difficult, costly abatements.
 - Knowledge of psychological and physiological factors sufficient to evaluate the relationship of an individual to the working environment and to motivate individuals to perform in a safe manner.
 - Skill in devising innovative procedures to minimize potential for injury or property damage resulting from work related activities.
 - Ability to perform accident investigation, reporting and analysis to determine frequency and severity rates, and to identify trends which provide an effective tool in devising accident/injury control measures.
 - Ability to perform risk assessments of hazardous processes and determine severity.
 - Basic knowledge of building design, construction practices, and workspace layout to analyze plans for modification of facilities, to determine level of compliance with pertinent regulations, and to control unsafe conditions and hazardous equipment use.
 - Knowledge in the operation of sophisticated monitoring instruments, such as a draeper tube, velometer, explosives meter, sound level meter, and oxygen meter, and the ability to interpret resulting data.
2. - Knowledge of the regulations, principles and standards applicable to the handling, using, storing, and disposing of radioactive materials.
 - Knowledge of the techniques used to detect and measure radiation and its source in the human body and the environment.

3. - Knowledge of environmental principles, practices, procedures, laws, regulations and current legislative issues.

Factor 2. Supervisory Controls **Level 2-4 (450 Points)**

The employee receives assignments with overall objectives and resource limits, and collaborates with the supervisor on program or specialized requirements and time constraints. Completes assignments independently, keeping the supervisor informed of progress and potential controversies or problems with widespread impact. Coordinates with principal organizational representatives as necessary to resolve problems and to achieve desired objectives. Completed work is reviewed for compatibility with organizational goals, guidelines, and effectiveness in achieving objectives.

Factor 3. Guidelines **Level -3 (275 Points)**

In performing the work, the employee references applicable public laws, Executive Orders, state and local codes, Occupational Safety and Health Administration standards, agency directives, national safety association publications, and manufacturing association criteria. Independently interprets and applies guidelines to specific situations, making modifications and adaptations as necessary.

Factor 4. Complexity **Level 4-4 (225 Points)**

The employee performs work covering a wide range of work operations and environmental conditions involving a substantial number and diversity of hazards; or a wide variety of independent and continuing assignments in a specialized area of safety and occupational health that have exacting technical requirements. The employee evaluates a variety of complex, interrelated physical conditions, operating practices, hazardous human-machine interaction, and serious mishaps. Assignments require analysis of unconventional safety and occupational health problems or circumstances, inconclusive facts or data. Generally, no single approach is adequate to control or eliminate a given problem; proven techniques must be adapted to eliminate or minimize hazardous situations.

Factor 5. Scope and Effect **Level 5-3 (150 Points)**

The employee follows established criteria in evaluating and analyzing safety and occupational health problems, conditions and administrative practices. The work results affects the quality of inspections conducts, the adequacy of techniques applied to control or eliminate hazards and/or the physical safety and occupational health of employee and the general public.

Factor 6. Personal Contacts **Level 6-3 (60 Points)**

The employee meets with persons representing organizations or groups from outside the employing agency, such as contractors and consultants, management and safety/occupational health staff of private sector businesses, state and local government officials, and representatives of professional societies and national safety associations.

Factor 7. Purpose of Contacts **Level 7-3 (120 Points)**

The purpose is to influence, motivate and encourage uncooperative individuals to adopt or comply with safety and occupational health standards, practices,

procedures or contractual agreements.

Factor 8. Physical Demands**Level 8-2 (20 Points)**

The employee performs moderately strenuous work involving some physical exertion, such as standing for long periods, bending and stooping to observe and study work operations in an industrial, storage or comparable work area.

Factor 9. Work Environment**Level 9-2 (20 Points)**

The employee is regularly exposed to hazards, unpleasantness and discomforts, such as moving machine parts, shielded radiation sources, irritant chemicals, acid fumes, high levels of noise in industrial settings, high temperature in confined spaces, or adverse weather conditions. May be required to use protective gear such as masks, goggles, gloves, and shields.

V. CLASSIFICATION SUMMARY

In this position:

- Duty A. 25% GS-0018-11 Safety and Occupational Health Manager
Base Program Management
- Duty B. 25% GS-0018-11 Safety and Occupational Health Specialist
Base Accident and Loss Investigation/Prevention
- Duty C. 25% GS-0018-11 Safety and Occupational Health Specialist
Base Occupational Health
- Duty D. 25% GS-0018-11 Safety and Occupational Health Specialist
Base Inspections

List of Modified Duties and Factors:

Duty A. has been edited. The final grade may or may not be appropriate.
The factors have not been changed.

Duty B. has been edited. The final grade may or may not be appropriate.
The factors have not been changed.

Duty C. has been edited. The final grade may or may not be appropriate.
The factors have not been changed.

Duty D. has been edited. The final grade may or may not be appropriate.
The factors have not been changed.

Knowledge 1 has been edited.

The classification information covering the duties described in the GS-018 occupational menu are based on the U.S. Office of Personnel Management (OPM) position classification standard for the Safety and Occupational Health series, GS-018 (TS-55 dated August 1981).

GS-11 Point range: 2355 - 2750
Total Point: 2570
Grade: GS-11